What is a Device in Kronos?

A **device in Kronos** is a physical or electronic system that allows employees to record their work-related activities, such as **clocking in, clocking out, starting or ending breaks, and performing labor transfers**. In UKG/Kronos Workforce Management environments, devices are commonly used to capture employee time and attendance information and send that information to the workforce management system.

Types of Kronos Devices

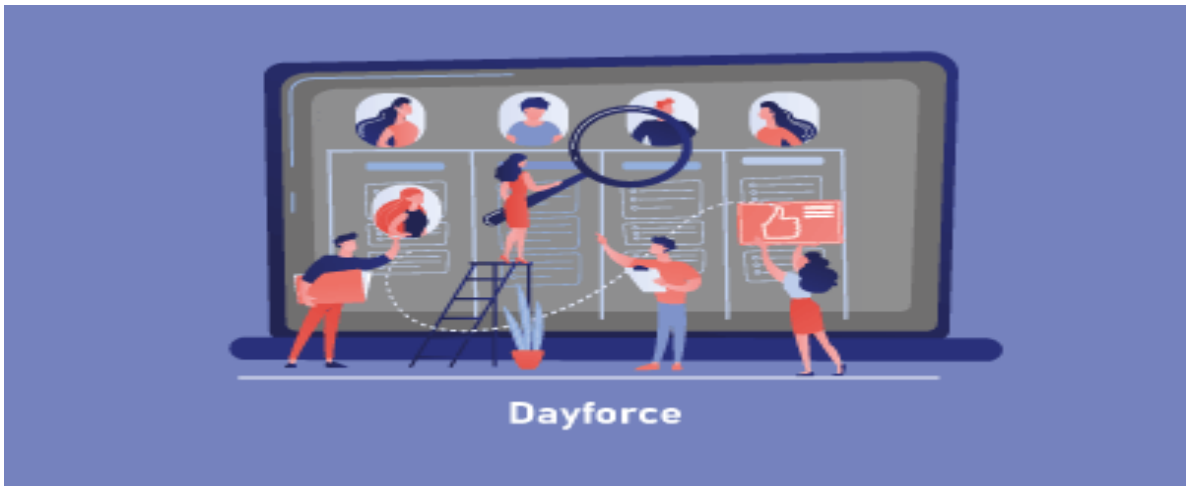
Common types of devices include:

- **Time Clocks:** Physical terminals installed at workplaces where employees can record punches.
- **Biometric Time Clocks:** Devices that may use fingerprints, facial recognition, or other biometric authentication methods, depending on the organization's configuration and applicable policies.
- **Badge-Based Clocks:** Employees use an identification badge or card to record their punches.
- **Web-Based Timekeeping:** Employees can record time through a browser-based interface.
- **Mobile Devices:** Supported mobile applications can allow employees to perform timekeeping activities from approved mobile devices.

What Can Employees Do on a Kronos Device?

Depending on the device and configuration, employees may be able to:

1. Clock in and clock out.
2. Start and end meal or break periods.
3. Transfer time to another job, department, or labor account.
4. Review schedules.
5. Enter or request time-off information.
6. View certain timecard information.
7. Perform other organization-specific workforce-management activities.



Example

Suppose an employee arrives at work at **8:55 AM** and uses a badge-based Kronos time clock to clock in. The device identifies the employee and records the punch. The workforce management system then uses the punch, schedule, pay rules, and other configured settings to calculate the employee's working time.

If the employee forgets to clock out, the system may identify a **missing punch exception**, which can then be reviewed and corrected by an authorized manager or timekeeper.

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